

AMES LABORATORY/IPRT

Training Schedule - March 2004

PLEASE CALL 4-1376 TO REGISTER FOR ANY OF THE TRAINING EVENTS LISTED BELOW

Environment, Safety, Health, and Assurance, 125 Spedding

Web Address: <http://www.external.ameslab.gov/esha/training.html>

GENERAL EMPLOYEE TRAINING (AL-001)			No Retrain Required		
Date	Time	Location	Date	Time	Location
3-1-04	9:00-10:30 a.m.	125 Spedding	3-9-04	10:00-11:30 a.m.	125 Spedding
3-17-04	1:30-3:00 p.m.	125 Spedding	3-25-04	2:30-4:00 p.m.	125 Spedding

Provides an overview of hazard communication, emergency response actions, security immersion training and other general safety and administrative policies and programs. **Target Audience:** Required for all Ames Lab & IPRT employees.

FIRST AID (AL-123)			Retrain Period: Two Years	
Date	Time	Instructor	Location	
3-4-04	1:00-5:00 p.m.	Care Planning Resources	205 TASF	

Provides an overview of First Aid Topics including initial assessment, basic life support, and caring for wounds and injuries. Participants will be certified for a two-year period. **There is a \$40 registration fee to attend.** A *Training Authorization Form* will be mailed prior to the training event requesting the participant's group/section leader's signature and account number. **Note:** Participants registering for both First Aid and CPR will only be charged a total of \$50. Class minimum ten participants.

SAFE EQUIPMENT WIRING (AL-063)			Retrain Period: Three Years	
Date	Time	Instructor	Location	
3-4-04	1:30-3:00 p.m.	John Hjortshoj	125 Spedding Hall	

Practical training in 120 volt plug wiring, equipment construction, materials, and power wiring. Techniques to improve research results and hazard awareness will be covered. An *Electrical Training Statement* will be mailed prior to the training event requesting your group/section leader's signature. **Target Audience:** Required for all employees and their immediate supervisors who perform equipment wiring. **NOTE: Basic Electrical Safety (<600 volts) is a prerequisite.**

HOISTING & RIGGING TRAINING (AL-014)			Retrain Period: Three Years	
Date	Time	Instructor	Location	
3-8-04	2:00-3:00 p.m.	Shawn Nelson	125 Spedding	

Provides an overview of the Ames Laboratory Hoisting and Rigging Program and details safe hoisting and rigging practices. **Target Audience:** Required for all hoist and crane operators.

LOCKOUT/TAGOUT (AL-012)			Retrain Period: Two Years	
Date	Time	Instructor	Location	
3-9-04	2:00-3:00 p.m.	Shawn Nelson	125 Spedding	

Reviews the six-step procedure for the appropriate application of devices for the control of hazardous energy, e.g., pneumatic, lasers, x-ray, hydraulic, steam, spring, chemical thermal. **Target Audience:** Required for all employees who wish to be "Authorized" to perform lockout/tagout. *Note: Employees performing only electrical LOTO do not need to attend this module if they have completed the Basic Electrical Safety Training Module (AL-019).*

HAZARDOUS WASTE GENERATOR TRAINING (AL-073)			Retrain Period: Annual	
Date	Time	Instructor	Location	
3-10-04	10:00-11:00 a.m.	Drew Fullerton	125 Spedding	
3-23-04	3:30-4:30 p.m.	Drew Fullerton	125 Spedding	

Covers policy, practices, and procedures for hazardous waste generators, including RCRA requirements. **Target Audience:** Required for all hazardous waste generators or non-Ames Laboratory employees who generate waste in Ames Lab buildings.

CHEMICAL HAZARD COMMUNICATION (AL- 137)			Retrain Period: Five Years
Date	Time	Instructor	Location
3-10-04	1:30-3:30 p.m.	Jim Withers	125 Spedding

Covers chemical hazard information, including a Materials Safety Data Sheet (MSDS) exercise. **Target Audience:** Required for employees who work with chemicals in laboratory and non-laboratory spaces.

CYLINDER SAFETY TRAINING (AL-022)			No Retrain Required
Date	Time	Instructor	Location
3-11-04	10:00-11:30 a.m.	Jim Withers	125 Spedding

Provides an overview for the safe storage, handling, and use of compressed gas cylinders. **Target Audience:** Required for all gas cylinder users.

HIGH VOLTAGE ELECTRICAL SAFETY >600 VOLTS (AL-020)			Retrain Period: Three Years
Date	Time	Instructor	Location
3-11-04	2:00-3:30 p.m.	John Hjortshoj	125 Spedding

Covers safe work practices, special tools, test equipment, safety equipment, work matrices, and other applicable subjects. A **Training Status Form** will be mailed prior to the training event requesting your group/section leader's signature. **Target Audience:** Required for employees who will perform work above 600 volts or for those Qualified Electrical Worker who are due for Retraining.

FORKTRUCK SAFETY (AL-013)			Retrain Period: Three Years
Date	Time	Instructor	Location
3-16-04	9:00-11:00 a.m.	Environmental Health & Safety	4 Agronomy Lab

Covers topics required by OSHA's Powered Industrial Truck Standard (i.e., forklifts/forktrucks). Participants will be instructed on methods for the safe operation of powered industrial trucks and applicable regulatory requirements. Training involves demonstration of actual forklift operating abilities. **Target Audience:** Required for individuals operating or supervising the operation of forklift trucks.

BASIC ELECTRICAL SAFETY TRAINING <600 VOLTS (AL-019)			Retrain Period: Three Years
Date	Time	Instructor	Location
3-22-04	Part I 2:00-4:00 p.m.	John Hjortshoj	125 Spedding
3-24-04	Part II 2:00-4:00 p.m.	John Hjortshoj	125 Spedding

Stresses safe work practices for individuals working on or near exposed electrical parts. Proper usage of safety and test equipment and OSHA and DOE regulations are reviewed. An Electrical Training Status form will be sent to the employee's supervisor to obtain their signature. **Target Audience:** Required for employees and their immediate supervisors who are *exposed* to electrical hazards at 600 volts or less.

PERSONAL PROTECTIVE EQUIPMENT (AL-133)			No Retrain Required
Date	Time	Instructor	Location
3-31-04	10:00-11:00 a.m.	Shawn Nelson	125 Spedding

Reviews the various types of PPE protection, e.g., eye, face, head, hand, foot, and hearing and discusses PPE limitations. Also, covers proper care, storage, and maintenance of PPE. **Target Audience:** Required for all employees who utilize Personal Protective Equipment (PPE).

MACHINE SAFEGUARDING (AL-131)			Retrain Period: Five Years
Date	Time	Instructor	Location
3-31-04	2:00-3:00 p.m.	Shawn Nelson	125 Spedding

Participants will review OSHA requirements, the types of machine safeguards, and safe work practices. **Target Audience:** Required for all Safety Coordinators and Representatives and individuals that maintain equipment with Guards. Group Leaders are strongly encouraged to attend.



COMPUTER BASED TRAININGS OR CHALLENGE EXAMINATIONS

Schedule an individual training session by calling the Training Department at 4-9972.



BASIC ELECTRICAL SAFETY RETRAINING <600 VOLTS (AL-019)

Retrain Period: Three Years

Stresses safe work practices for individuals working on or near exposed electrical parts. Information is delivered as individualized Computer Based Training (CBT) and the participant is given a final test. **Target Audience:** Required for all Qualified Electrical Workers who are due for retraining.

BBP EXPOSURE CONTROL PLAN TRAINING (AL-035)

Retrain Period: Annual

Covers information required by OSHA's Bloodborne Pathogens Standard. ISU's written control plan will be covered as well as basic information on various bloodborne pathogens. Information is delivered as individualized Computer Based Training (CBT). **Target Audience:** Required for employees who, during the course of normal work may be exposed to human blood or other potentially infectious human body fluids or tissues.

CHEMICAL HAZARD COMMUNICATION (AL-137)

Retrain Period: Five Years

Covers chemical hazard information, including a Materials Safety Data Sheet (MSDS) exercise. This module is delivered as individualized Computer Based Training (CBT), video and MSDS exercise. **Target Audience:** Required for employees who work with chemicals in laboratory and non-laboratory spaces.

CHEMICAL HYGIENE PLAN TRAINING FOR GROUP LEADERS (AL-127)

Retrain Period: Five Years

Provides an overview of ISU's Chemical Hygiene Plan (CHP) as outlined by OSHA's Laboratory Standard. This module is delivered as individualized Computer Based Training (CBT) with a MSDS exercise. **Target Audience:** Required for Group Leaders working in laboratories where chemicals are used.

CONFINED SPACE ENTRY PROCEDURES (AL-023)

Retrain Period: Two Years

Stresses awareness of confined spaces, recognition of associated hazards, and proper entry practices. This module is delivered as individualized Computer Based Training (CBT) with site specific, practical guidance from the Prog./Dept. **Target Audience:** Required for all employees who will enter a confined space.

CYLINDER SAFETY TRAINING (AL-022)

No Retrain Required

Provides an overview for the safe storage, handling, and use of compressed gas cylinders. This module is delivered as individualized Computer Based Training (CBT), video and quiz. **Target Audience:** Required for all gas cylinder users.

ERGONOMICS (AL-128)

No Retrain Required

Covers ergonomic issues, such as, performing work appropriately, evaluating the work environment, and reviewing situational exercises. Information is delivered as Computer Based Training (CBT). **Target Audience:** Suggested for employees, who perform repetitive motions, e.g., computer workstations, materials handling activities, etc.

GENERAL EMPLOYEE RADIOLOGICAL TRAINING (AL-074)

Retrain Period: Two Years

Provides methods for maintaining exposures to radiation and radioactive materials As Low as Reasonably Achievable (ALARA). This information is delivered as individualized Computer Based Training (CBT) and a quiz. **Target Audience:** Plant Protection Personnel, Custodial Personnel and other personnel who have not completed Radiological Worker II but who may enter a Controlled Area and encounter radiological barriers, postings, or radioactive materials

HAZARD IDENTIFICATION (AL-130)

No Retrain Required

Provides the participant with a better understanding of potential hazards that are actively managed by Ames Laboratory. This information is delivered as individualized Computer Based Training (CBT) and a video. **Target Audience:** Required for Safety Coordinators and Representatives and Group Leaders are strongly encouraged to attend. The training module would also benefit any employee wishing to learn more about hazard identification.

HYDROFLUORIC ACID TRAINING (AL-134)	<i>No Retrain Required</i>
Covers the basic physical properties of HF, the associated health risks, the proper First Aid actions and the use of safety equipment. This information is delivered as individualized Computer Based Training (CBT), video and a quiz. Target Audience: Required for workers who use anhydrous fluoride and workers who use hydrogen fluoride (HF) in aqueous solutions during work activities. Also suggested for Safety Coordinators who have this activity within their Program area.	
INTEGRATED SAFETY MANAGEMENT SYSTEM (AL-143)	<i>No Retrain Required</i>
Discusses the Ames Laboratory's Integrated Safety Management System as required by the DOE. Reviews the seven principles and five functions of the ISMS. Target Audience: Required for all Ames Laboratory employees and associates.	
LADDER SAFETY (AL-136)	<i>No Retrain Required</i>
Discusses the proper use of stepladders, extension ladders and fixed ladders. Reviews inspection and maintenance techniques and provides general safety tips. Training is delivered by handbook and quiz. Target Audience: Required for all employees who utilize ladders during work activities.	
LASER TRAINING (AL-070)	<i>No Retrain Required</i>
Covers laser fundamentals, hazards, and safety practices & controls. Training is delivered by video, Computer Based Training (CBT), test, with site specific, practical guidance from the participant's Group/Program. Note: An eye exam is required for laser workers who work with Class III and IV Lasers. The \$110 cost of the eye exam is the responsibility of the Program/Group. Target Audience: Required for all employees who work with Lasers.	
PERSONAL PROTECTIVE EQUIPMENT (AL-133)	<i>No Retrain Required</i>
Reviews the various types of PPE protection, e.g., eye, face, head, hand, foot, and hearing and discusses PPE limitations. Also, covers proper care, storage, and maintenance of PPE. Training is delivered Computer Based Training (CBT); handbook and quiz, with site specific, practical guidance from the participant's Group/Program. Target Audience: Required for all employees who utilize Personal Protective Equipment (PPE).	
RAD WORKER II (Radioactive Materials User) - Challenge Exam (AL-077)	<i>Retrain Period: Two Years</i>
Covers radioactive materials fundamentals, hazards, and safety practices & controls. This module is self- study, please call to request a study guide. Once prepared for this closed-book exam, call to schedule a session time. Note: Those workers seeking first time certification are also required to pass a Practical Factors Evaluation (PFE). Target Audience: Required for all workers whose job assignment involves entry into Radiological Buffer Areas, Radiation Areas, and Radioactive Materials Areas.	
RAD WORKER II (Radiation Producing Device Users) - Challenge Exam (AL-076)	<i>Retrain Period: Two Years</i>
Covers X-ray fundamentals, hazards, and safety practices & controls. This module is self- study, please call to request a study guide. Once prepared for this closed-book exam, call to schedule a session time. Please bring a calculator to the exam session. Note: Workers seeking retraining will take an open-book retrain quiz. Target Audience: Required for all workers using Analytical X-ray Systems.	
SEXUAL/RACIAL/ETHNIC HARASSMENT AWARENESS TRAINING (AL-053)	<i>No Retrain Required</i>
Provides employees with an understanding of what constitutes sexual/racial/ethnic harassment. The primary goal of the University's policy is to prevent the objectionable behavior or stop it whenever it occurs. By following these steps you can access this training: 1) Go to ISU's homepage http://www.iastate.edu and select "faculty & Staff" 2) Click on "Access Plus", then click "Log in to Access Plus", 3) Click on "Web-Based Training" and then click on both the Racial/Ethnic Harassment Prevention and Sexual Harassment Prevention Training sessions, 4) Click on the SUBMIT button; your training will automatically be updated with T&D; however, please contact Ames Laboratory's Training Office at 4-9972 with your completion date so that this information can be reflected on the Laboratory's Training Database. Target Audience: Mandatory for all Iowa Sate University Employees.	